

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

May 14, 2013

**Members Present:** Glenna Hall, Fred Henley, Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg

**Staff Present:** Laurie Orton, Melina Lagios, Carrie Lacher

**FOL Present:** Marilyn Dayton

**Guests Present:** James Wolf, Clarity Connections; Adina Cunningham, Library Attorney, by Skype

**Visitors:** none

**Call to Order:** President Barry Jacobson called the meeting to order at 1:30 p.m.

### **Agenda Approval**

Under new business, Barry added approval of special meeting minutes.

**MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the agenda as amended. Carried.

### **Minutes**

#### **Approval of Board Minutes of April 9, 2013 regular meeting**

**MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the April 9, 2013 regular meeting as submitted. Carried.

#### **Approval of Board Minutes of April 22, 2013 special meeting**

**MSC** Mark Madsen moved and Glenna Hall seconded to approve the minutes of the April 22, 2013 special meeting as submitted. Carried.

### **Friends of the Library (FOL)**

**Delegate to next meeting:** Fred Henley will attend the June 5, 2013 FOL meeting at 4 pm in the Library meeting room.

Marilyn Dayton reported the Mother's Day basket raffle generated \$500 plus additional donations. FOL is currently working on getting ready for the annual book sale on July 19-20<sup>th</sup>. Because the logistics of this fundraiser can be so overwhelming, FOL is considering holding several smaller book sales in the Library Meeting Room which will also save some money. Glenna reported that she enjoyed attending the last FOL meeting.

### **Approval of Bills:**

**MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **First Quarter 2013 Use Tax** dated 04-16-2013 in the amount of \$472.99. Carried.

- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due for Period Ending 04-16-2013 with warrant numbers** 124533 through 124548 in the amount of \$5,394.99. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 04-23-2013 in the amount of \$7,005.06. Carried.
- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 04-30-2013 with warrant numbers** 123805 – 123820 in the amount of \$3,563.74. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 05-07-2013 with warrant numbers** 125416 – 125428 in the amount of \$12,768.55. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due for Period Ending 05-14-2013** in the amount of \$10,884.26. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **April 2013 Payroll** dated 04-23-2013 in the amount of \$43,196.08. Carried.

## Reports

### Director Report (Laurie Orton)

Laurie's written report was noted. Laurie added:

- ELL program – the Library received a grant check from the SJI Community Foundation in the amount of \$1559. This is about half of what was requested so not sure if more is coming but grateful for what has been received so far. Lynn explained that the ELL program may be awarded additional monies from the Foundation at a later date. Laurie explained 2013-14 ELL funding from the Library has not yet been determined. Because this program has been so popular and so well attended, Laurie would like to consider expanding the program. Mark explained that funds in the Dedicated Fund could possibly be used for this project. Lynn noted that with the new ELL curriculum, there is a need for more materials and the Foundation grant will be going to materials. Laurie noted that Beth is also researching other grant funding. Mark noted that there is nothing that prohibits the Library from funding this program through the general operation fund. The Board had originally decided to use Dedicated Fund monies for the revamped ELL program since it was a new program.
- Writing Our History project kicked off Monday in the Meeting Room with about 30 people from the mainland and Islands in attendance. This project is an effort to gather people who will write articles about local history. There was also a reception at the Harrison House Suites that Laurie attended. The Library is a partner in this project.
- Beth had written a draft handout regarding Snapshot Day that Laurie distributed to the Board. Once finalized, this handout will be made available to patrons.

### Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that this year's Children's Festival was great and she hopes to continue to participate in this event.



### **Technology Specialist Report (Floyd Bourne)**

Floyd's written report was noted.

### **Financial Report (Carrie Lacher)**

The profit and loss statement was reviewed. Laurie noted that as of the end of April, 62% of the professional services/consulting services budget (line 10.41.0001) had been used.

## **NEW BUSINESS**

### **Discussion of Amendments to 2013 Budget**

Carrie explained the proposed budget amendments that were included in the Board packet. These amendments included adjustments to beginning cash, an adjustment to the transfer out to general reserves, and an increase in the FOL annual gift to include an additional \$700 for ELL. Carrie noted such adjustments must be done by a Board resolution and a draft resolution was included in the Board packet. The question remained of how to distribute the monies from general reserve into the technology and facilities reserve funds. Mark explained that when the Library went to the public for the levy lid lift, the Board had a model of how the reserves would be used over the next few years. Mark volunteered to do a new review of the reserve funds. The Board agreed to amend the beginning cash at the June Board meeting and sweep all monies above budgeted expenditures into the general reserve. The Board will then take a few months to review and analyze how to allocate the reserves.

### **2012 Annual Report to Washington State Auditor's Office**

Carrie reviewed the draft 2012 annual report with special attention to updates in the Notes such as the change of insurance carrier to Enduris and the property tax information obtained from the County Assessor's website. Also of note was the schedule of liabilities that included compensated absences.

**MSC** Mark Madsen moved and Fred Henley seconded to acknowledge the Board's review of the 2012 annual report and authorize Carrie Lacher to sign and submit on behalf of the Library District. Carried.

### **Discussion on the Focus of Library PR**

Laurie reported that over the past few months, the issue of marketing to visitors has been raised. Laurie asked for clarification from the Board. Items considered were an ad in the SJI Chamber of Commerce's new visitor's guide and a Library information brochure in the Chamber's visitor center. Barry suggested the Board may want to consider if the Library should actively seek to attract visitors. Laurie noted that attracting visitors may impact computer usage and she had asked Floyd for relevant statistics. After discussion, it was agreed to develop a Library information rack card that could be used by the Chamber in its relocation packets and also test run in the rack card display at the Chamber's Visitor's Information Center on Spring Street. It was further agreed not to advertise in the Visitor Guide. The Board also agreed the first priority of the Library remains services to residents.



## **Clarity Connections Continuation**

Barry extended a thank you to James for all the work he has done for the Library over the last few months. Barry stated that he believed James' guidance and ideas have been truly enriching to the Library and therefore asked the Board to consider authorizing retainer services from James. James stated he would finish some projects under the current contract. Laurie stated she would like to use James as a resource in the future as needed. The Board agreed to ask the Library Attorney for guidance on developing a new working arrangement with Clarity Connections.

**MSC** Mark Madsen moved and Fred Henley seconded that during the next month, the Board and Director would work on the requirements for human resources services on an on-going basis and would determine a process to be used. The Board therefore authorized to extend the current contract with Clarity Connections for a not-to-exceed amount of \$1600 for one month of services. Carried

## **OLD BUSINESS**

### **Work Session Regarding Personnel Policies**

Work session commenced at 2:37 pm with Adina Cunningham, Library Attorney, joining by Skype. Adina explained this work session was an opportunity for Laurie, James, and the Board to discuss specific personnel issues. The Board focused on the personnel policy questions and issues provided in the Board packet.

#### **Section 8.3**

- 8.3.1 Holidays: add "by closing the Library on these days." Mark noted this doesn't cover "personal holiday" which should be treated separately from list of closures.
- "...full time employees will be credited with eight hours holiday leave, to be taken during the pay period the holiday occurred with Director approval."
- "Part time employees will be credited in an amount proportionate to the number of regularly scheduled hours per week." This section should be adjusted based on redefinition of regular and part time employees in the new Policy Section 7.0. Adina suggested one possible method of defining by "regular" and "part time" employees with part-time as less than 20 hours per week. Then can have hourly and salaried in each category.
- Question regarding unused vacation time in excess of carryover being lost. Board agreed this policy should be consistently applied and further agreed the rollover should occur at the end of the calendar year, not anniversary date.
- Board agreed vacation time should be subject to Director's approval, that an employee shall *not* be permitted to receive vacation pay in lieu of vacation time except at separation, that minimum vacation time is one hour, and that employees should submit requests for vacation to the Director in advance.
- Notification of vacation leave: Adina noted that this issue can come up during a disciplinary action so essential to have a clear policy. Adina recommended a day-certain expectation, such as 3-day notice for vacation leave request. James recommended vacation of one-week or more should be at least a month in advance, less than one-week could be 72 hours in advance. Exceptional circumstances could be granted at Director's discretion.

- Jury Duty Policy: Agreed to use County's Court Leave wording and Adina will research if employee is required to turn over jury duty pay. County's court leave policy states: court leave is granted for serving on a jury or when an employee is compelled to attend (when not a party); employee is not required to give over jury pay.
- Bereavement Leave: Add Domestic Partner as defined by WAC; add "at Director's discretion."
- Emergency Leave:
  - Section C, add "at the discretion" of the Director.
  - Pandemic situation not discussed.
  - Unusual weather conditions language added as proposed by Adina and with some minor language adjustments such as adding "at the discretion of the Director" and deleting the sentence "Inclement weather tardiness in excess of one hour shall be charged to either compensatory time or accrued vacation leave".
- Leave Without Pay:
  - It was noted that it is okay to have different clauses for Director and employees.
  - Adina noted that COBRA coverage and how it is paid is an issue that frequently comes up when an employee takes an extended leave of absence. It was recommended the Library's insurance provider be contacted for guidelines on how this should be handled.
- Leave Without Pay – Director Benefits
  - It was agreed to delete this section
  - Move Section A "Leave without pay for the Library Director will be negotiated between the Director and the Board of Trustees" into Section 8.3.7.
- 8.4.2 Compensation
  - "Fully meets Expectations" = satisfactory evaluation. Less than that is not a satisfactory evaluation.
  - Question regarding meaning of "as a rule." Laurie noted there might be a need for director or board to start a new employee at a higher step based on applicant qualifications or experience as long as within the budgeted amount otherwise it should be up to Board approval. It was agreed that Adina will draft new language.
  - Question regarding the proposed use of the word "typically" in regards to annual increases. Adina will redraft this section removing this word and giving Director more discretion.
- New section 7.0 Human Resources
  - Section 7.0.1 Employee Categories and Definitions will be redrafted
    - Regular Employees: employees who work 20 to 40 hours per week. Eliminate categories. Combine "Full time" and "Part time-benefits eligible."
    - New section: Part time
    - New section: Substitutes
    - New section: Volunteers



- Section 7.1 Recruiting and Hiring
  - D. Each applicant that moves forward to an interview shall submit a signed Employment Applicant Certification and Background Check Authorization.
- Section 7.2 Evaluations
  - Annual step increases are based upon receipt of a satisfactory "Fully Meets Expectations" evaluation approved by the Director.
- Section 7.4.1 Employment Verification and References
  - A. Verification of Employment. A draft release form was reviewed. Add a liability release.
  - B. Reference requests: Requests for reference on current or former employee shall be directed to the Library Director. No personal references.
- Section 7.8 Drug Free Workplace
  - Adina no longer recommended the shorter version because does not provide clear expectations.
  - Adina also noted there are evolving issues due to changing laws such as passage of recreational marijuana initiative.
  - Address the issue of "on-call" employee who cannot *come* to work under the influence.
  - Adina will redraft the longer policy to a minimal requirement while still addressing the important issues.
  - Under "prohibited behavior," clarify this applies to the workplace.

Adina had created draft of items discussed at the work session but needed clarification on a few topics. At the next Board meeting, Adina will provide a completed draft on all personnel policies combining the old policy manual and all revisions and input from the Board.

Carrie reminded Board that the June meeting will be from 4 to 6 pm.

## ADJOURNMENT

**MSC** Fred Henley moved and Mark Madsen seconded to adjourn the meeting at 5:05 p.m. Carried.

Respectfully submitted:

  
Board Secretary

Approved:

  
Board President